STATE CAREER COLLEGE

CATALOG ADDENDUMS

List of State Career College (SCC) Catalog addendums to the school catalog published on September 10, 2025.

New Information (Effective November 15, 2026)

GRADE SCALE CHANGE – ALL PROGRAMS

Effective November 15, 2026, the grading scale for all SCC programs will change, implementing a uniform grading schedule across all programs. This new grading scale will apply to all theory, practical, and lab/clinic exams, organized by program as follows:

Program	Grading Scale
Practical Nursing *	94% - 100% Excellent (A)/4.0 87% - 93.99% Above Average (B)/3.0 80% - 86.99% Satisfactory (C)/2.0 72% - 79.99% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0
Medical Assistant **	94% - 100% Excellent (A)/4.0 87% - 93.99% Above Average (B)/3.0 80% - 86.99% Satisfactory (C)/2.0 72% - 79.99% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0
Phlebotomy Technician	94% - 100% Excellent (A)/4.0 87% - 93.99% Above Average (B)/3.0 80% - 86.99% Satisfactory (C)/2.0 72% - 79.99% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0
Medical Administrative Assistant	94% - 100% Excellent (A)/4.0 87% - 93.99% Above Average (B)/3.0 80% - 86.99% Satisfactory (C)/2.0 72 % - 79.99% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0
Health Information Management	94% - 100% Excellent (A)/4.0 87% - 93.99% Above Average (B)/3.0 80% - 86.99% Satisfactory (C)/2.0 72% - 79.99% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031
Website: www.statecareercollege.edu
Tel: (847) 693-3838
Fax: (847) 693-3717

Previous Information (Effective September 10, 2025)

Program	Grading Scale
Practical Nursing *	94% - 100% Excellent (A)/4.0 87% - 93% Above Average (B)/3.0 80% - 86% Satisfactory (C)/2.0 72 % - 79.5% Unsatisfactory/(D) 1.0 Below 72% FAIL (F)/0.0
Medical Assistant **	90% - 100% Excellent (A) / 4.0 80% - 89% Above Average (B) / 3.0 70% - 79% Satisfactory (C)/2.0 Below 69% Unsatisfactory (D)

Basic Nursing Assistant **	90% - 100% Excellent (A) / 4.0 80% - 89% Above Average (B) / 3.0 70% - 79% Satisfactory (C)/2.0 Below 69% Unsatisfactory (D)
Chairside Dental Assistant **	90% - 100% Excellent (A) / 4.0 80% - 89% Above Average (B) / 3.0 70% - 79% Satisfactory (C)/2.0 Below 69% Unsatisfactory (D)

New Information (Effective November 6, 2026)

DISCONTINUATION OF THE MEDICAL ASSISTANT MTF POLICY

The policy has been removed from the catalog and is no longer in effect at SCC.

Previous Information (Effective December 22, 2025)

The maximum time frame during which students are to complete their program is 150% of the published length of the program measured in clock hours and weeks. Students who have not completed the program within the maximum time

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031
Website: www.statecareercollege.edu
Tel: (847) 693-3838
Fax: (847) 693-3717

frame in the period listed below may be allowed to continue in the program at the sole discretion of the school. This addendum is ONLY applicable to the Medical Assistant Program.

The steps below will be required:

• Students are required to submit a written appeal notice to both their Department and the Campus President. o Appeals should be sent to studentservices@statecareercollege.edu, and the email subject must include the student's name along with "MTF Appeal."
• The appeal must outline a plan and timeline to achieve Satisfactory Academic Progress, which includes:
o A cumulative Grade Point Average of 70% or higher. o A cumulative attendance rate of 70% or higher.
• If the appeal is approved students must adhere to the specified timeline and plan; failure to do so may lead to immediate withdrawal from the program.
• If the appeal is denied, the student will immediately be withdrawn from the program. The Campus President will render a final decision within 7 days of receiving the appeal and will notify the Student, Instructor, and Student Services Department of the result. The decision regarding the appeal rests solely with the school.

Program Maximum Time Frame
Practical Nursing 2070 clock hours or 104 weeks
Medical Assistant 1350 clock hours or 68 weeks

New Information (Effective November 6, 2026)
DISCONTINUTATION OF THE CPR CERTIFICATION COURSE
SCC no longer offers Basic Life Support (BLS) certification.

Previous Information (Effective September 10, 2025)
BASIC LIFE SUPPORT CERTIFICATION- Cardiopulmonary Resuscitation (CPR) Total Program Hours: 4 clock hours Total Program Days: 1 Day Credentials: Certification of Completion Program Delivery Method: Residential Note: Course **Description:** This course provides students with the knowledge and hands-on skills needed to perform basic cardiopulmonary resuscitation (CPR). Participants will learn to recognize emergency situations, assess unresponsive individuals, and administer CPR techniques for adults, children, and infants in accordance with current American Heart Association (AHA) guidelines. Training also includes use of automated external defibrillators (AEDs) and strategies for responding to choking emergencies. This continuing education course is designed for professional development or personal skill enhancement. It is not included within the institution's grant of accreditation by ABHES.

New Information (Effective October 26, 2026)
DISCONTINUTATION OF THE BASIC NURSING ASSISTANT TRAINING PROGRAM
SCC Has discontinued the Basic Nursing Assistant Training Program.

Previous Information (Effective September 10, 2025)
The Basic Nursing Assistant Training Program was an 8-week program approved by IBHE and offered by SCC for students interested in obtaining the CNA certification.

STATE CAREER COLLEGE

New Information (Effective October 18, 2026)

GRIEVANCE POLICY

To ensure that all concerns are addressed promptly and fairly, we have established specific grievance procedures for each student. Below is the step-by-step process for students to address grievances against the college or its employees. Grievances will be resolved within 10-14 calendar days from the submission date of the grievance form to the Student Affairs Team. Grievance is defined as a formal complaint that remains unresolved and requires an escalated review.

Step 1: Attempt Informal Resolution

Students are encouraged to first resolve the issue directly with the involved instructor or staff member. Please note that if this step is not completed, students may not submit grievance to the Student Affairs Department.

Step 2: Escalate to Student Affairs

If informal resolution is unsuccessful, the student may escalate the complaint by submitting a request via the State Career College Student Grievance Form (State Career College-Student Grievance Form - Google Forms) The student must provide proof of the attempt made to resolve the concern before filing a grievance. Failure to do so may result in grievance being closed/dismissed.

Step 3: File a Formal Complaint

If no satisfactory resolution is reached, the student may submit a formal written grievance to the Campus President. The grievance should be submitted via email to crivas@statecareercollege.edu and must include all relevant details and supporting documentation.

The Campus President, or their designee, will:

- Meet with the student within ten (14) calendar days of receiving the grievance.
- Conduct a thorough review of the matter.
- Provide the student with a written outcome within ten (14)) calendar days of the meeting.

A formal record of the grievance and its resolution will be maintained in the student's permanent file.

Step 4: External Escalation

If, after careful evaluation, the grievance remains unresolved or the school fails to respond in a timely manner, the student may escalate the complaint to the Illinois Board of Higher Education (IBHE) using the following contact information:

Illinois Board of Higher Education
Private Business and Vocational Schools (PBVS) Division
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone: (217) 782-2551

Fax: (217) 782-8548
Website: www.ibhe.org
U.S. Department of Education
Federal Student Aid Ombudsman Group
830 First Street NE, Washington, DC 20202
Phone: 1-877-557-2575.
Website: https://studentaid

Previous Information (Effective September 10, 2025
To ensure all concerns are addressed promptly and fairly, we have established specific grievance procedures for each stakeholder group. The following step-by-step process outlines how a student may address a grievance against the college or any of its employees.

Step 1: Attempt Informal Resolution Students should first seek to resolve the matter directly with the instructor or staff member involved in the complaint.

Step 2: Escalate to the Appropriate School Authority If the matter cannot be resolved informally, the student may escalate the complaint as follows: PN: program Director MA: Education Coordinator BNA: Education Coordinator • CSA: Director of Regulatory Affairs Step

3: File a Formal Complaint If no satisfactory resolution is reached, the student may submit a formal written grievance to the Campus president. The grievance should be submitted via email to studentservices@statecareercollege.edu and must include all relevant details and supporting documentation. The Campus president, or their designee, Will: • Meet with the student within ten (10) business days of receiving the grievance. • Conduct a thorough review of the matter. • Provide the student with a written outcome within ten (IO) business days of the meeting. A formal record of the grievance and its resolution will be maintained in the student's permanent file.

Step 4: External Escalation If, after careful evaluation, the grievance remains unresolved or the school fails to respond in a timely manner, the student may escalate the complaint to the

Illinois Board of Higher Education (IBHE) using the following contact information:
Illinois Board of Higher Education Private Business and Vocational Schools (PBVS) Division
1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 Phone: (217) 782-2551 Fax: (217) 782-8548 Website: www.ibhe.org

US. Department of Education Federal Student Aid Ombudsman Group 830 First Street NE, Washington, DC 20202 Phone: 1-877-557-2575. Website: https://studentaid.gov/feedback-center

STATE CAREER COLLEGE

New Information (Effective November 8, 2026)

HESI EXAM

The HESI Exit Examination is administered as a required component of the Pharmacology course near the completion of the Practical Nursing program. The examination is used to assess students' readiness for the NCLEX-PN and to identify areas requiring additional review. The recommended HESI Exit benchmark is 850 or higher.

The HESI Exit Examination counts for 10% of the final Pharmacology course grade, as outlined in the course syllabus. It does not serve as a separate or stand-alone requirement for program completion, graduation, or eligibility to apply for the NCLEX-PN.

Each student will take the HESI Exit Examination one time. No retests will be offered, and the score from that attempt will be recorded in the course gradebook.

Students who score below the recommended benchmark are strongly encouraged to complete the HESI remediation and to meet with the NCLEX Success Coordinator to develop a personalized study plan. Remediation does not change the recorded score.

Students who do not pass the Pharmacology course, including students who do not meet the passing requirement based on their HESI Exit Examination score, must repeat the course in accordance with SCC academic policies. Students who repeat the course must retake the HESI Exit Examination as a component of the repeated course.

There are no additional HESI Exit requirements after completion of the Pharmacology course. Course passage is determined by the student's final course grade and successful completion of all course requirements, consistent with the course syllabus and SCC academic policies.

Previous Information (Effective October 30, 2026)

The HESI Exit Examination will be administered as a required component of a designated course near the completion of the Practical Nursing program. The examination is used to assess students' readiness for the NCLEX-PN and to identify areas requiring additional review. The recommended HESI Exit benchmark is 850 or higher.

The HESI Exit Examination will be incorporated into the course requirements and grading structure as outlined in the course syllabus. A student's performance on the examination may contribute to the overall course grade but will not serve as a separate or stand-alone requirement for program completion, graduation, or eligibility to apply for the NCLEX-PN.

Students who score below the recommended benchmark must complete the required remediation. Upon successful completion of the remediation, the student will be permitted one retest. The higher of the two HESI Exit Examination scores will be recorded in the course gradebook.

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031
Website: www.statecareercollege.edu
Tel: (847) 693-3838
Fax: (847) 693-3717

If remediation is not completed within fourteen calendar days of the original HESI Exit Exam score, the original HESI Exit Exam score will be factored into the student's final grade.

Course passage will be determined by the student's final course grade and successful completion of all course requirements, consistent with the course syllabus and SCC academic policies.

New Information (Effective September 23,2026)
PRACTICAL NURSING PROGRAM – ILLINOIS BOARD OF NURSING STATUS
State Career College's Practical Nursing Program is currently identified by the State of Illinois as Full Approval status. SCC continues to implement program-improvement measures designed to support student achievement and NCLEX-PN outcomes and remains subject to applicable Illinois Department of Financial and Professional Regulation/Illinois Board of Nursing requirements and oversight.

Previous Information (Effective September 10, 2025)
Illinois Board of Nursing Status Update June 2023:
SCC is currently on probation with the Illinois Board of Nursing due to a below-required NCLEX pass rate for 2022. We have taken immediate corrective action and submitted a Plan of Correction in June 2023, which has been accepted by the Board of Nursing. This plan includes targeted academic improvements aimed at meeting the Board's standards. We are fully committed to executing this plan and are confident in lifting the probationary status by completing all required criteria.

New Information (Effective October 30, 2026)
HESI EXAM
The HESI Exit Examination will be administered as a required component of a designated course near the completion of the Practical Nursing program. The examination is used to assess students' readiness for the NCLEX-PN and to identify areas requiring additional review. The recommended HESI Exit benchmark is 850 or higher.

The HESI Exit Examination will be incorporated into the course requirements and grading structure as outlined in the course syllabus. A student's performance on the examination may contribute to the overall course grade but will not serve as a separate or stand-alone requirement for program completion, graduation, or eligibility to apply for the NCLEX-PN.

Students who score below the recommended benchmark must complete the required remediation. Upon successful completion of the remediation, the student will be permitted one retest. The higher of the two HESI Exit Examination scores will be recorded in the course gradebook.

If remediation is not completed within fourteen calendar days of the original HESI Exit Exam score, the original HESI Exit Exam score will be factored into the student's final grade.

Course passage will be determined by the student's final course grade and successful completion of all course requirements, consistent with the course syllabus and SCC academic policies.

STATE CAREER COLLEGE

Previous Information (Effective September 10, 2025)
For the Practical Nursing Program, a passing score on the HESI Exit Exam is a graduation requirement.

- Students must achieve a minimum score of 1000 on the HESI Exit Exam.

For scores below the minimum:
Students are required to complete a remediation process with an assigned SCC academic staff member.

- Remediation sessions are scheduled based on the availability Of SCC.
- The duration of remediation sessions will depend on the individual needs of the student.
- SCC may provide retesting to evaluate progress of remediation.

New Information (Effective April 27, 2026)
WINTER BREAK DATES
Winter Break, December 26, 2026–January 3, 2027. Classes will resume Monday, January 4, 2027.

Previous Information (Effective September 10, 2025
Winter Break, originally scheduled for December 21, 2026–January 1, 2027

New Information (Effective November 4, 2025)
NEW HOLIDAY ADDED TO SCHOOL CALENDAR
November 28, 2025, has been added to the school calendar and is being observed as a school holiday.

Previous Information (Effective September 10, 2025)
November 28, 2025, was not previously listed in previous SCC Catalogs including the most recent version dated September 10, 2025.

New Information (Effective November 9, 2025)
TRANSFER OF CREDIT POLICY – ANATOMY & PHYSCIOLOGY CREDIT ADDENDUM
Transfer of credit for prior education in the Anatomy and Physiology course may be granted at the sole discretion of SCC.

- The course must have been passed with a minimum grade of C or a GPA of 2.0 or higher.
- The student must successfully pass the HESI A2 Exam and meet the scoring requirements below:
    - Admission is accepted with a score of 60+.
    - Admission is accepted with a score of 48-59, but remediation is required.
    - Scores below 48 do not qualify for Admission.

The student will be required to score a minimum of 60 percent on the Anatomy & Physiology portion of EXAM to receive 160 clock hours of credit in Anatomy & Physiology.

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031
Website: www.statecareercollege.edu
Tel: (847) 693-3838
Fax: (847) 693-3717

STATE CAREER COLLEGE

Previous Information (Effective September 10, 2025)
Anatomy and Physiology Credit/or clock hours Transfer of credit for prior education in the Anatomy and Physiology course may be granted at the sole discretion of SCC.

- The course must have been passed with a minimum grade of C or a GPA of 2.0 or higher.
- For A&P courses greater than six years, the student can test out by taking the HESI A&P Specialty exam and scoring 70% or higher.

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031
Website: www.statecareercollege.edu
Tel: (847) 693-3838
Fax: (847) 693-3717